

**Nominations Due
March 25th**

The Herald-Times 2003 Heart and Hand Awards

NOMINEE :

Nominee Name (individual or group): _____

If group, contact name: _____ Email _____

Daytime phone: (____) _____ Other phone (____) _____

Street Address: _____ City: _____ Zip _____

Number of years nominee has volunteered for this organization: _____ Hours per month: _____

CATEGORY :

Please consider nominee for the following categories (check all that apply):

- | | | | |
|---|--|--|--|
| <input type="checkbox"/> Education / Literacy | <input type="checkbox"/> Arts / Culture | <input type="checkbox"/> Board Member / Administrative | <input type="checkbox"/> Youth (18 or under) |
| <input type="checkbox"/> Lifetime of Service | <input type="checkbox"/> College Student | <input type="checkbox"/> General Community Volunteer | <input type="checkbox"/> Group or Family |

ORGANIZATION :

Nonprofit Organization for which nominee volunteers: _____

Street Address: _____ City: _____ Zip _____

Director: _____ Email address: _____

Phone: (____) _____ Services Provided _____

REFERENCES :

Two references who may be contacted to verify the scope and extent of the nominee's activities. Do not include the nominee or relative of the nominee.

Name: _____ Organization: _____

Phone: (____) _____ E-mail _____

Street Address: _____ City: _____ Zip _____

Name: _____ Organization: _____

Phone: (____) _____ E-mail _____

Street Address: _____ City: _____ Zip _____

NOMINATOR :

Name of Person Nominating: _____

Are you affiliated with a particular organization? If so, which organization? _____

Are you related to nominee? If so, please describe relationship. _____

Street Address: _____ City: _____ Zip _____

E-mail Address: _____

Day Phone: (____) _____ Evening Phone: (____) _____

Signature: _____ Date: _____

NARRATIVE :

Answer ALL questions in a TOTAL of 750 words or less.

1. **Activity:** Describe nominee's volunteer service.
2. **Need:** Describe need for nominee's service.
3. **Impact:** Describe impact or difference nominee's service made to community. Estimate the number of people affected.
4. **Why do you believe your nominee deserves the Heart and Hand Award?** Please explain. (You might want to talk about the nominee's longevity of service, challenges overcome, positive impact on the organization, etc.)

The Herald-Times Heart and Hand Awards are presented to individuals and groups who have performed outstanding volunteer service in the community. The Herald-Times and the Bloomington Volunteer Network salute all of the nominees who give so generously of their time and talent to the community. A celebration and awards ceremony will be held on Tuesday, April 29th, 2003 from 6-8pm at the Buskirk-Chumley Theatre.

A panel of involved citizens will select eight recipients. During the award ceremony, a \$500 award will be presented to the non-profit organization for which each recipient is a volunteer.

Eligibility

- Volunteer Service must be performed in the circulation area of the Herald-Times.
- No more than five nominations may be submitted by each non-profit program.
- Both individuals and groups are eligible in all categories.
- Nominee's nonprofit organization must serve the community at large. Religious, fraternal or professional groups providing services to their members only are not eligible.
- Award check will be made payable to a qualifying non profit organization. Individuals are NOT eligible for monetary award.
- If volunteer is nominated for their work with more than one organization, cash award may be split at the discretion of the judges.
- Volunteer service may be performed for student course credit.
- Volunteers who receive reimbursement for out-of-pocket expenses (e.g. gasoline) are eligible.
- Herald-Times employees, Bloomington Volunteer Network employees, judges, and their family members cannot participate as nominators or nominees.
- Nominees cannot receive an award in two consecutive years.
- Nominations and attachments will not be returned.
- Nonprofit organization staff and relatives or friends of volunteers may submit nominations. Volunteers may not nominate themselves as individuals, although they may nominate a group to which they belong.
- For additional information, call Bet Savich at 812/349-3472 or Lucy Schaich at 812/349-3433 or email volunteer@city.bloomington.in.us.

How to Complete a Successful Nomination

- Type or print neatly (nomination form may be retyped on computer if questions are repeated).
- Be specific and concise. The entire nomination should not exceed 750 words.
- Answer ALL questions.
- Do not send photos, videos, scrapbook or binder. If sent, these materials will not be seen by judges and cannot be returned.
- Assume judges know nothing about the nominee, organization or community.
- Nominations may include one informational attachment (e.g. a brochure) about the volunteer organization. Please include 6 copies (1 "original" for each judge)

Nomination deadline:

Nominations must be received in the Bloomington Volunteer Network office by **5 p.m. on Tuesday, March 25, 2003.**

Late applications will not be considered.

Return Completed Nominations to:

Deliver or Mail to: City Hall, 401 N. Morton St, Suite 260

Fax to: 812/349-3483

Email to: volunteer@city.bloomington.in.us (email completed nominations as attachments only please)

The Herald-Times



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volunteerbloomington.org